



QUICK REFERENCE GUIDE ADDING A LOCAL PRODUCT ON THE FLY

MEGABUS HELPLINE

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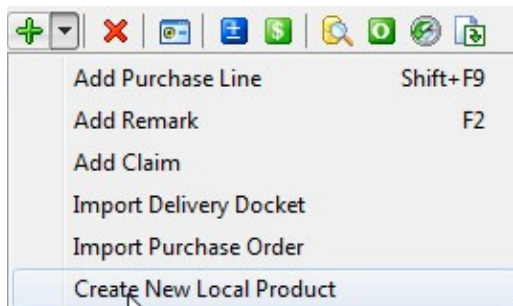
ADDING A LOCAL PRODUCT ON THE FLY FROM PURCHASE ENTRY

Introduction

This guide will step you through the process of adding a new local product code on the fly from within Purchase Entry. This functionality helps speed up purchases when the Item being purchased is not already in your stock file.

Steps:

- 1) From Purchase Entry click the down arrow next to the green '+' .
- 2) Select the 'Create New Local Product' option.



Note: If this option does not appear, please contact Megabus to have the relevant system switch activated.

- 3) In 'Copy Details From' select an existing code that is similar to the one that you want to add, then fill in the rest of the details and click on Save.

Create New Local Product

Copy Details From: *BRAKE ..TEMPORARY BRAKE PARTS

Product Code: .TEST

Product Name: ..TEMPORARY BRAKE PARTS

Catalog Item: TEST

Product Group: 1400 Brake Misc

Markup Group: BRAKE3 50% GP ROUNDED TO \$1

Job Type: BRAKE Brake

Save Cancel

Important: make sure your Product Group, Markup Group and Job Type are correct.

4) The system will now have created a new Product Code as well as a new Catalog Item.

Product Maintenance

(.test)	Name	Product Group	Active	Used	Stocked
.TEST	..TEMPORARY BRAKE PARTS	1400	Yes	Yes	Yes

Catalog Enquiry

Catalog Item Code (test)	Product Code	Product Name	Description	Catalog Group
.TEST	..TEST	..TEMPORARY BRAKE PARTS	..TEMPORARY BRAKE PARTS	MIDAS
TEXGR205L	RI	RADIATOR INHIBITOR	COOLANT-RED XTRA COOL CONC 205	REPCO
TF122	TF122	FLASHER UNIT-THERMAL 12V	TRIDON 12V 2 PIN THERMAL FLASH	BUR
TF123	TF123	FLASHER UNIT-THERMAL 12V	TRIDON 12V 3 PIN THERMAL FLASH	BUR
TF1408	TF1408	WATER PUMP-TRU-FLOW	WATER PUMP-TRU-FLOW	REPCO
TF2354	TF2354	WATER PUMP-TRU-FLOW	WATER PUMP-TRU-FLOW	REPCO
TF2633	UNM3480	SHORT MUFFLER	FORD XA XB XC	WALKER
TF2800	TF2800	WATER PUMP-TRU-FLOW	WATER PUMP-TRU-FLOW	REPCO
TF2897	TF2897	MUFFLER-EXHAUST	MUFFLER-EXHAUST	REPCO
TF2897	UNX2897	SHORT MUFFLER	GEMINI TC/FX	WALKER
TF2898	UNX2898	SHORT MUFFLER	GEMINI TX TC/D/E/ TUBULAR	WALKER
TF3002	TF3002	SHORT MUFFLER	MUFFLER-EXHAUST	REPCO
TF3002	TF3002	SHORT MUFFLER	TOYOTA COROLLA KE30/35	WALKER
TF3074	TF3074	MUFFLER-EXHAUST	MUFFLER-EXHAUST	REPCO
TF3074	UNX3074	SHORT MUFFLER	COMMODORE VB VC VH	WALKER
TF3076	UNX3076	SHORT MUFFLER	COMMODORE VB VC VH(92008072-R)	WALKER
TF3126	UNM3126	SHORT MUFFLER	FALCON XD	WALKER
TF3150	TF3150	SHORT MUFFLER	SHORT MUFFLER	WALKER

Vendor	Date	Catalog Item Code	Description	Cost	Sell
MIDAS		TEST	..TEMPORARY BRAKE PARTS		0.00

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